

Job Opportunity Bulletin

Post Date: SEPTEMBER 2, 2015

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary Range: \$4,600 - \$5,758

Permanent, Full Time

FINAL FILING DATE: SEPTEMBER 17, 2015

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:

Position # 473-214-5393-702

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: claudia.lutz@dds.ca.gov

This position is within the Community Development and Housing Section (CDHS) and is responsible for detailing and tracking nearly \$300 million in funds that is part of the Governor's budget designated to the Community Placement Plan. The CDHS staff is responsible for generating fiscal and programmatic impact of specialized property and services dedicated for the current transition planning for over 300 consumers annually who move into the community from State developmental centers, state-operated community facilities, Institutions for Mental Disease, and for those consumers receiving out-of-state placement services.

For complete duties, please see the duty statement on the following page.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Housing and economic development trends.
- ❖ General underwriting of real estate transactions.
- ❖ Budgetary preparation and control.
- ❖ Excellent analytical and critical thinking skills.
- ❖ Communicate effectively, verbally and in writing.
- ❖ Use of Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-214-5393-702** on your application.

Minimum qualifications (MQs) will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY SERVICES DIVISION
OFFICE OF COMMUNITY OPERATIONS
COMMUNITY DEVELOPMENT AND HOUSING SECTION**

DUTY STATEMENT

JOB TITLE: Associate Governmental Program Analyst **POSITION #:** 473-214-5393-702

POSITION DESCRIPTION: The Community Development and Housing Section (CDHS) is responsible for the day-to-day administration of the Community Placement Plan (CPP) and housing programs. Through these programs, CDHS assists regional centers to expand the development of resources in the community to ensure individuals with a developmental disability live in the least restrictive settings based on individualized preferences and needs.

The Associate Governmental Program Analyst (AGPA) is responsible for a wide range of general and technical analysis, program evaluation and planning, policy analysis, and assisting in monitoring systems development, specifically focusing in the areas of Community Program Plan (CPP) and housing development. The position duties related to the CPP include, but are not limited to, the development, monitoring and analysis of the CPP, and special projects as assigned. The incumbent acts as the main contact between regional centers and the Department and will be responsible for managing caseloads that track and monitor CPP-related funding requests. This position will also monitor activities related to housing development as part of the CPP, including but not limited to, review of the CPP housing proposals submitted by regional centers and oversight of the completion of the milestones related to housing projects, including predevelopment, acquisition, renovations or construction of housing primarily funded under CPP.

SUPERVISION EXERCISED: None. The incumbent is expected to keep CDHS management informed about significant issues and changes in policies and procedures.

SUPERVISION RECEIVED: The Staff Services Manager II in CDHS provides direct supervision and assignments.

EXAMPLES OF DUTIES:

Essential Job Functions:

30% Performs general analytical functions, but will primarily act as a liaison for the CPP between regional centers and the Department to exchange critical program information. Takes a lead role for all CPP-related activities, and responsible for working with DDS housing specialist when addressing CPP housing projects, for assigned regional centers. Collects, organizes, maintains, and analyzes information provided by the regional centers. Reviews project and consumer data reports in the CPP database to evaluate community placements and the development of community resources. Writes program notes related to CPP for assigned regional centers. Makes recommendations on proposed CPP projects and funding requests to DCHS management.

- 30% Collects and reviews information submitted by RCs and Regional Resource Development Project staff. Runs data queries, verifies the integrity of the data, and creates/maintains monthly reports and annual Legislative report.
- 20% Prepares, composes, and reviews written correspondence, program documentation, reports, budget proposals, and additional reports as required. Acts as a liaison to other contractors/stakeholders in the community on program matters and barrier resolution, to facilitate program implementation.

Marginal Job Functions:

- 10% Provides expert technical assistance and training to regional centers and other agencies such as the Department of Health Care Services, HCD, California Housing Finance Agency, Association of Regional Center Agencies on the Department's initiatives, including but not limited to, CPP, the submission of housing proposals, specific requests for project acquisition and renovation funded under CPP. Conducts site visits, and coordinates or participates in panel presentations and tele- or video conferences. Responds to telephone and written requests for information or assistance concerning the Department's initiatives, including affordable housing to provide accurate information to the requestor.
- 10% Attends meetings or conferences, and participates in other collaborative efforts with other divisions within the Department, other state departments, stakeholders and a variety other community entities in order to facilitate program implementation and foster relationships.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office. The office is located in a multi-story building in downtown Sacramento. Work requires the use of a personal computer, review of documents, making telephone calls, and other job-related tasks for periods of up to four hours. May require working under stressful conditions and irregular hours during peak workload periods. May require occasional overnight travel (up to 10 percent) to locations throughout the State.

DESIRABLE QUALIFICATIONS:

Knowledge of: Computer programs (Outlook, MS Word, MS Excel); affordable housing and economic development trends; principles and practices related to public administration, budgetary preparation and control; general underwriting of real estate transactions; practices of housing acquisition and development, economic and community development functions, including construction, renovation, and funding mechanisms; general problems and planning principles in the development of low-income housing; legal procedures and documents in real property transactions; Federal and State laws and regulations pertinent to the financing and development of low- and moderate income housing; processes of community and group interaction in developmental disabilities planning procedures, in addition to current trends in the developmental disabilities system, public health, assistive devices and adaptive equipment, and public welfare, and governmental accounting procedures.

JOB TITLE: Associate Governmental Program Analyst

POSITION #: 473-214-5393-702

Ability to: Speak and write effectively; analyze data and present ideas and information effectively; negotiate details of transactions with other housing organizations; review and edit written reports; reason logically and creatively and utilize a variety of analytical techniques to resolve complex housing issues; establish and maintain project priorities; analyze situations accurately and take effective action; work professionally in multidisciplinary teams that include regional center and developmental center administrators, other state agencies, peers, the public, housing organizations, and others; provide technical assistance and expert consultation in the areas of housing development, housing finance, and economic and community development; develop and maintain harmonious relationships with professional personnel in the field related to the coordination and development of services and housing for individuals with a developmental disability.

CERTIFICATION OR LICENSE: None.